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9 March 1972

MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Office of Training Report for the Week of 28 February

1. Courses

a. Special Requests

25X1A 1. [redacted] requested that SIWA run a special course on the writing of staff studies for approximately 10 [redacted] staff personnel. 25X1A The course is scheduled to be run for six half-day sessions from 4 through 20 April.

2. SIWA has agreed to conduct two runnings of the Intelligence Research Technique course for mixed groups of photo interpreters and research assistants at NPIC. We will run the course in two separate sessions: 8 through 17 May, and 5 through 14 June.

3. [redacted] 25X1A

[redacted] have outlined a one and one-half day program 25X1A for BNDD personnel to be given on 24-25 April. The first day will be an orientation to intelligence and the morning of the second day will be allocated to coverage on field coordination of narcotics intelligence activities.

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4. On 29 February [redacted] met with [redacted] 25X1A familiarization training for WH officers this spring.

b. Language School

25X1A 1. On 2 March [redacted] met with Dr. Howard Sollenberger, Director of the Foreign Service Institute, to discuss items of mutual interest regarding Chinese language programs. 25X1A [redacted] was invited to stay for an FSI staff meeting in which Mr. Charles Freeman and Mr. Cal Mehlerd, the two interpreters who accompanied the Secretary of State to Peking, told of their experiences during the Presidential visit. 25X1A [redacted] invited Mr. Freeman to speak to our staff and Chinese faculty, which he has agreed to do. The date has not been determined.*

2. In response to constant requests for VOA recordings, we have installed a self-service recording station to allow our students to record Voice of America broadcasts for home study.

2. Notes

a. We received a request from the US Army Intelligence Center and School (USAICS) at Ft. Huachuca to provide either a guest speaker or training materials which could provide a suitable block of instruction on the Agency. We were informed by Major LeBlanc at Ft. Huachuca that they had no funds available this year to bring guest speakers from Washington. We informed the Major that we are in no position to finance a trip at this time, but we would prepare the requested training materials.

* Now scheduled: Friday, 10 March, 10 a.m., C of C Bldg.

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25X1A b. We have received a request from [redacted] for the use of facilities
25X1A [redacted] for their own training and testing purposes from 5 through 14 April. They plan to bring in two boats and about 11 men.

25X1A
25X1A [redacted]

25X1A d. [redacted] a member of the January 1971 CT Class who had been
25X1A assigned to the [redacted] submitted his resignation effective 3 March to accept a teaching position at Tabor Academy in Massachusetts. [redacted] stated that 25X1A he had received excellent treatment from the Agency but thought that he is more suited for a teaching career rather than one in intelligence.

25X1A e. In response to a request from [redacted] on 2 March, we have agreed to the use of one of the Headquarters Language School carrels to install a small video play-back machine with the purpose of making available to certain DDS&T personnel a course which he plans to run and to video tape. We will monitor this program to determine whether there might be some applicability of using this technique in the Language School.

f. On 29 February Professor Harper W. Boyd, Director of Continuing Education of Stanford's Graduate School of Business' Executive Program, visited Chief, ISS. He mentioned a series of video tapes made by Stanford which he thinks could be useful in our programs. He is going to send a 30-minute pilot tape on "Organizations of the Future." We will determine whether this film might be of some use in our courses.

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25X1A g. [redacted] turned over two hours of edited color film to TSD. The film covering TSD's activities, was edited down from six hours.

25X1A h. [redacted] is preparing comments on the sound specifications drawn up for the Headquarters Auditorium by Bolt Beranek and Newman.

25X1A i. [redacted] have had their research projects and trips approved by Ambassador Matthews, Course Coordinator of the Senior Seminar in Foreign Policy. [redacted] 25X1A will write on "Environmental Policy: Three National Views - in Preparation for the UN Study Conference." He plans to do three case studies and his travel, 25X1A starting in mid-April, will take him to [redacted] His written project and his trip have been approved by Messrs. Proctor and Walsh.

25X1A [redacted] plans to write on "The Heroin Addict in the Criminal Justice System." All of his travel will be in the United States. He has received approval from

25X1A [redacted]

3. Briefings

25X1A On 25 February, Omego Ware, OSR, and [redacted] went to Oberlin College in support of the Office of Personnel's program to stimulate interest in CIA by the black student community. (Details of this visit have been reported through the Office of Personnel.)

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4. Guest Speakers

Attached is a list of high-level guests who will participate in OTR's programs to be conducted beginning Sunday, 12 March.

25X1A

[redacted]

Att

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